

**CHECKLIST**  
**For**  
**PROCESSING SEPARATE INSTRUMENTS**  
**Real Estate Division**

In an effort to facilitate the approvals for your project, the following items, information, and/or actions are necessary to expedite the review and acceptance of Development Services projects. Please return your package with the applicable completed items to Civil Plan Review staff.

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Subdivision / Project Name

- ☐ **Cover Memo-** describe reason, purpose, type of conveyance or right of way required, as directed by Civil Plan Review staff. Include a contact name, phone number for developer in the event contact is necessary.
- ☐ **Document** –a blank, pre-approved City form will be provided. Enter exact, full legal name of your entity as it appears on the deed by which the entity has title (for example: ABC Corporation, an Arizona corporation). Avoid abbreviations. Sign in black ink, by the person(s) authorized to sign in real estate matters for entity. Have the document notarized. For notary, full legal name of signer(s) and entity . Additional pages of just the notary section can be used if multiple signers. **Do not record the document; it must first be formally accepted and signed by City. City staff must record the documents.**  
Type all information in the blank areas provided. Electronic Data Management System Scanners cannot read hand written entries, therefore the City Clerk may reject documents with ink entries.
- ☐ **Signature Authority**-copy of document(s) which defines signing parties'authority to execute conveyance documents for your entity, for example: partnership agreement, corporate resolution, fictitious name. Acceptable authorization documents:
  - Partnership – copy of Partnership Agreement or applicable meeting minutes certified by all partners, certificate of good standing
  - Limited Partnership -same as partnership
  - Corporation –Articles of Incorporation or Resolution as certified by Secretary
  - Limited, liability corporation -same as corporation
  - Limited, liability partnership -same as partnership
  - Trust -copy of notarized trust document
  - Conservatorship -copy of court approved document with court stamp
- ☐ **Plat**-copy of the preliminary (proposed) plat or existing plat. If not final, then date final is expected.
- ☐ **Current title report**- not more than sixty days old. It must be for/cover just the parcel(s) upon which the proposed conveyance is located. Review vesting names checking that it matches exactly to the other documents.
- ☐ **Map**-a location and vicinity map showing project site, major cross streets, vicinity streets.

Checklist For Processing Separate Instruments - Development Services Projects

- ❑ **Plans**-construction plan sheet for your project showing portion to be conveyed and dimensions; location and size matches Exhibit A, written legal description. Show relationship of conveyance to City property, such as road right of way.
- ❑ **Exhibits**-prefer with seal and signature of a registered land surveyor.
  - Exhibit 'A' - a written legal description showing specific area to be conveyed. It shows Maricopa County Recorder's section, township, range, tract, dimensions, bearings, ties to monuments and a true point of beginning.
  - Exhibit 'B' - 'drawing' of specific easement/conveyance area, dimensions.
- ❑ **Lender Consent**- form with copy of legal description labeled Exhibit 'A' if a lender interest exists on conveyance piece. If it is to be free and clear upon transfer date, be sure this information is also in the title report with your package.